



Carnforth
High School

Work Experience Policy



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Governors' Committee: Student Welfare
Next Review Date: July 2023

Confidence Purpose Respect

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Purpose

This policy outlines the way in which Carnforth High School organises and oversees safe and impactful work experience placements for students. These students are primarily in year 10, going out on placements during our annual Work Experience Week, but this also covers a range of other Work Experience placements that may be organised in conjunction with the school.

Work Experience for students is a key part of a 'stable careers programme' (Gatsby Benchmark 1) and most directly supports 'experiences of workplaces' (Gatsby Benchmark 6). We believe the organisation of, and taking part in, Work Experience placements help our students develop valuable life skills that are key to their personal development.

Work Experience Process

Students need to organise their own Work Experience placements and are supported in doing this through our Unifrog platform, as well as lessons in organising placements in November and January. The process involves:

- Students (with support from parents/carers) identify and make contact with potential employers
- Students enter the details of the employer that has agreed to take them on placement onto Unifrog (a guide for how to do this is on the school website: <https://www.carnforthhigh.co.uk/school-life/careers/>)
- Unifrog contact the employer to confirm that they have agreed to take the student and that the employer has relevant insurances in place, will follow safeguarding and health and safeguarding requirements, etc.
- Unifrog contacts the students' parent/carer to share the details of the placement and confirm that they agree to allow their child on the placement
- The above elements should be completed by the deadline of 28th February
- Unifrog contacts the school to confirm the placement once all the above confirmations have been received
- Mr McGauran or Ms Parr will approve placements if the correct conditions are met (see 'Placement Approval Conditions' below)
- Mr McGauran and Ms Parr work with the students who have not managed to source their own placements in order to find a placement for them

Placement Approval Conditions

In line with legal advice, the school will only approve placements on Unifrog under the following conditions:

- The employer has stated that they have Employers' Liability Insurance which covers a young person working at the organisation and have provided the policy details
- The employer has a risk assessment and a health and safety policy in place which cover a young person working at the organisation
- The employer has confirmed that they agree to follow the Safeguarding policy provided to them
- The employer has confirmed that the student will not be left alone with one employee for extended periods of time (or that, if they are, this person has a DBS check)
- The parent/carer has confirmed that they approve the placement details

Where one or more of these criteria are **not** met the school may not approve the placement and therefore the student will not be authorised to go. However, the school will assess this on a case-by-case basis, considering such factors as the school's previous relationship with the employer, etc. This means that some placements may only be approved after the employer has sent copies of documents such as those stated above as proof that these are in place for the young person's safety. The school may also withdraw a student from a placement at any time if there is a concern around risk, etc. Employers also have the right to withdraw their offer of a placement, but must contact school about this.

Work Experience Week 2023

We intend that all students in year 10 of the academic year 2022/23 will be out of school and in an in-person Work Experience placement during our Work Experience Week. This is Monday 26th June – Friday 20th June. Students and their parents/carers will organise Work Experience placements themselves, with the support of Mr McGauran, the school's Careers Leader, and Ms Parr, the school's Careers Advisor. This year we will be using the online Careers platform 'Unifrog' to facilitate this.

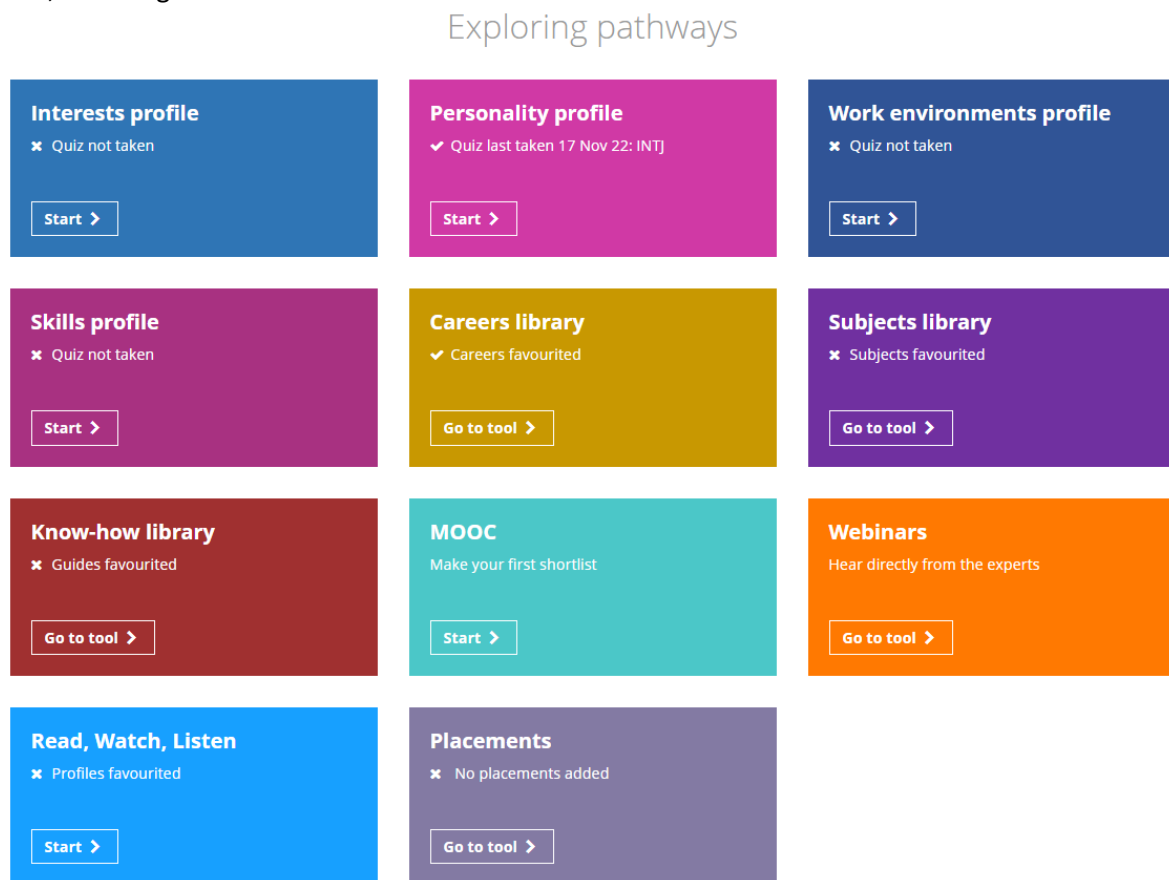
Key Dates

- **23rd November 2022:** Work Experience will be launched to year 10 students on Enrichment Day 1, with all students getting their Unifrog logins for the first time
- **23rd November 2022:** Work Experience will be launched to the parents/carers of year 10 students with a letter about the process being sent home
- **16th December 2022:** Mr McGauran will ensure students who were absent on Enrichment Day 1 receive their Unifrog logins by this date
- **13th January 2023:** School website to be updated with links to Unifrog and clear guidance around Work Experience (this should also be regularly updated with copies of any materials sent home)
- **20th January 2023:** Second letter sent to be sent to parents/carers of year 10 students explaining deadlines and potential fees, as well as reminding them of the process and pointing them towards the Work Experience section on the Career area of the school website
- **23rd January – 1st February 2023:** All year 10 students to have a lesson about Work Experience (including getting new Unifrog logins if needed) to ensure that they are supported in organising placement
- **28th February 2023:** Deadline for students and their parents/carers to organise self-placements, after which a fee of £20 is applied and a Level 7 Careers Advisor will be employed to source placements for students who have not self-placed
- **26th May 2023:** Mr McGauran will ensure that a team for Work Experience visits has been assembled and trained, as well a schedule created
- **12th June – 16th June 2023:** All year 10 students to have a lesson about Work Experience (including how to behave on Work Experience, how to record key information on Unifrog, and important information around safeguarding, including how to contact the school in case of concern or absence, etc.) to ensure that they are supported in getting the most from their placement
- **19th June – 23th June 2023:** Students given support in contacting their employers to ensure they are being expected and to ask any final questions
- **26th June – 30th June:** Work Experience Week 2023 to take place, with the aim of all students being visited at their placement by a member of staff from Carnforth High School by the third day of the placement
- **3rd July – 7th July:** All year 10 students to have a lesson in Life Skills on Unifrog to complete their review of Work Experience Week.

NOTE: There will also be regular updates on Work Experience through the 'Plans in Place' feature of the school newsletter.

The Unifrog Platform

Students all have access to the Unifrog platform. This is a platform that they can use for a wide variety of careers-related tasks, including those shown here:



It is also through Unifrog that students and their parents/carers organise their placements. They must input their chosen Work Experience provider's details onto Unifrog to begin the process (as outlined above; more details seen in the appendix documents).

A key part of the process is that Unifrog will contact the employer directly to ask a wide range of important questions related to health and safety, insurance and safeguarding. These are *some* of the key questions/requests related to the placement that employers are asked:

- Is the student likely to ever be with only one adult, without another adult present?
- If yes to the above, does the person they would be alone with hold a criminal records (e.g. DBS) check?
- Is PPE or other special safety equipment required?
- Can you confirm that your Employers' Liability Insurance policy covers work placements?
- Please provide the name of your insurance provider, the policy number and expiry date.
- Can you confirm that you have a Risk Assessment that is up to date and appropriate (including taking into account having a young person working at the organisation)?
- Can you confirm that you have a Health & Safety policy that is up to date and appropriate (including taking into account having a young person working at the organisation)?
- You must ensure that you follow the Safeguarding Policy which we provide.

The answers to these questions are shared with parents/carers before their approval for the placement is given. Chiefly, the answers are also shared with the school before the final approval is given. If the Careers Leader or Careers Advisor are unhappy with any of the answers, or ask for proof of the information declared (such as a copy of the insurance document) which is then not provided, they will follow this up and may not grant approval, offering the student an alternative placement instead.

Safeguarding

Unifrog Agreement

Students' safeguarding is paramount in the Work Experience process. Safeguarding is a key part of the process of organising placements. When employers are contacted by Unifrog about the placement they are given the following directive:

"Your organisation will abide by the safeguarding policy:

The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental;

- Not promise to keep anything secret;

- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator."

And are asked to confirm this by clicking the following affirmation:

"Yes, I confirm our organisation will abide by the safeguarding policy."

This information is also discussed in detail with students in the preparation for Work Experience Week and is also shared with parents/carers, in particular the duty for school to be informed about any student absences during the week. This must be reported by the student to the school and/or parent/carer on each day of absence. Employers must also contact the school if a student is absent.

Work Experience Visits

All students on Work Experience will receive a visit from a member of CHS staff (barring those for whom the distance of the placement is too great, which will be agreed in advance with parents/carers). These visits will take place within the first three days of the placement.

The team of staff taking part in visits will be small and will be trained by Mr McGauran, the school's Careers Leader, to ensure that they know what they are looking for on visits and how to report any concerns. The chief purpose of the visit is to ensure the wellbeing of the student. This may include looking at employer documents such as health and safety risk assessments, insurance policies, safeguarding routines, etc. where there are any concerns.

On return to school, a report about each visit will be made by the member of staff on Unifrog. Any concerns around safeguarding will immediately be made to the school's Designated Safeguarding Lead and either the school's Careers Leader or Careers Advisor.

Appendix 1: Parental Letter 1 (November 2022)

Work Experience Process 2022/23



November 2022

Dear parent/guardian,

As you'll be aware from previous communications, we are using 'Unifrog' for the administration of Work Experience this year. In a change to our previous system, **all placements must be organised by the student and yourself** (though our Careers Advisor, Ms Parr, is available to support by contacting her at: aparr@carnforthhigh.co.uk, however, please be aware that she is only in school two days a week).

All students need to be out on work experience during the work experience week. With our new system, the student must identify and make contact with employers that they would like to have a placement with for the week, which is **Monday 26th – Friday 30th June**. If the employer initially agrees to the placement, the student will need to make note of their contact details, including name and email address.

On Enrichment Day 1 on Wednesday 23rd November, all year 10 students in school had a lesson on using Unifrog and thinking about how to identify potential work experience placements. They were also given their login details for Unifrog. **They can sign in at any time on any device at: www.unifrog.org/sign-in** or via the link on the homepage of our school website.

Once the student is logged in they can see the following options. They need to click on the 'Placements' tool to enter the details of the work experience placement they are hoping to go on.

Exploring pathways

Interests profile ✗ Quiz not taken Start >	Personality profile ✓ Quiz last taken 17 Nov 22: INTJ Start >	Work environments profile ✗ Quiz not taken Start >
Careers library ✓ Careers favourited Go to tool >	Subjects library ✗ Subjects favourited Go to tool >	Know-how library ✗ Guides favourited Go to tool >
Webinars Hear directly from the experts Go to tool >	Read, Watch, Listen ✗ Profiles favourited Start >	Placements ✗ No placements added Go to tool >



Once they click on 'Placements' they will see this screen.

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)

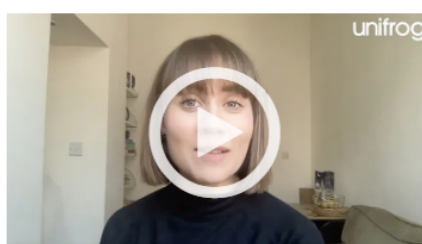


0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

Some inspiration from the Know-how library



For employers: how to run a successful placement

Top tips for employers on how to run a placement that makes everyone happy



For students: a guide to placements / work experience

Students: how to find it and how to be successful on it



How to... use the Placements tool

Here's how our Placements tool works

Here there are videos aimed at employers, students and parents/guardians explaining the process. As a parent/guardian, you can also view these without signing in using the links on the previously emailed letter. They are here: <https://www.unifrog.org/placement/parent-guides>

By clicking on '+ Add new placement' you can add all the key details of the employer that has agreed to the placement:

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

* Placement start date

The first two boxes should be completed as follows:

* In person or Virtual

In person

* Placement coordinator

Ms Parr

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

And the dates are as follows (unless a different arrangement is being proposed, in which case school should be consulted first):

* Placement start date

26

June

2023

Placement end date

30

June

2023

After this there are more areas to fill in, including questions around how the student will get to the placement, whether the student has any needs/illnesses/injuries that the placement should be aware of, etc. The student will also need to add *your* email address as parent/guardian.

They then must confirm the following:

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

After this, Unifrog will contact the employer, you as parent/guardian and the school to gather key details. This will include the employer's insurance details (which are a legal requirement) and your permission for your child to go on the placement. If everything is completed satisfactorily after this, the placement will be confirmed.

We have aimed to launch Work Experience early this year to give our students an advantage in identifying and arranging the best placements for them. **Please do let us know *as soon as possible* if you need any help or advice finding placements**, as places will be competitive and other schools may opt to have their work experience at the same time.

Work Experience is a vital part of the school experience, and a great tool for preparing students for their post-16 pathways, which is why all year 10 students are expected to complete this week.

Thank you in advance for your support,

Emmet J. McGauran

Assistant Principal for Personal Development
Carnforth High School

Appendix 2: Student Help Sheet (January 2023)

Work Experience – Student Help Sheet



Carnforth
High School

Name: _____

Our Work Experience Week is **Monday 26th to Friday 30th June 2023**. This sheet is designed to help you **think** about what sort of placement might suit you, **research** placements in your area, **contact** employers to arrange a placement and **record** your placement details on Unifrog.

Thinking About Placements

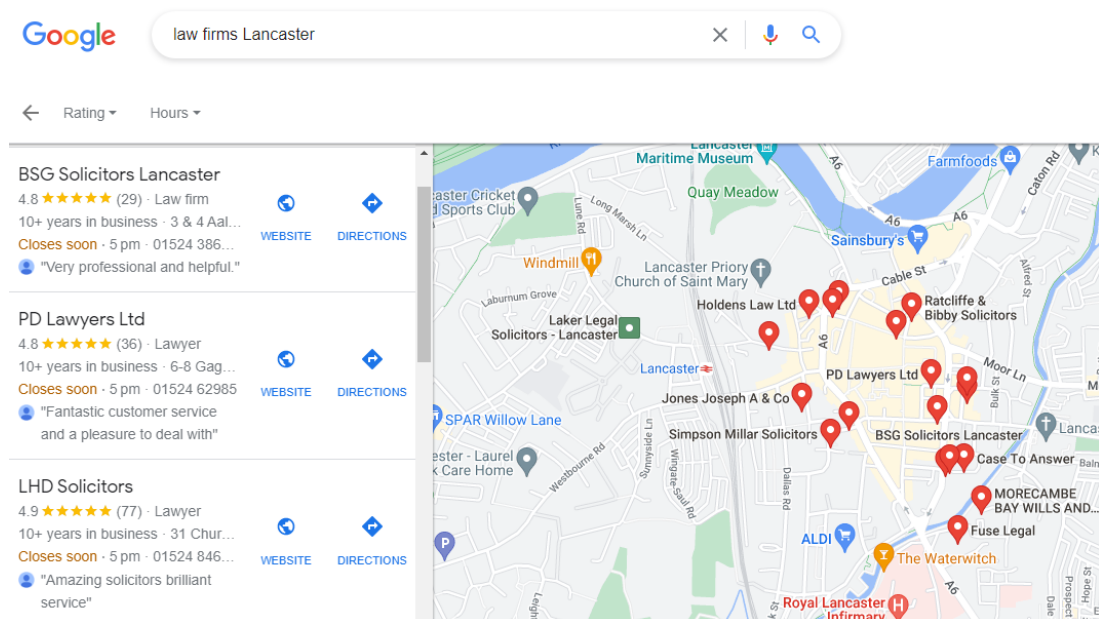
The key to a good Work Experience placement is that it's *useful* to you. This means that it's something you have an **interest** in now or is linked to a **career path** you're thinking about in the future – hopefully it's both of these! So, think about the following:

1, What are you interested in? If you like horse riding, could you work at an equestrian centre? If you like thinking about how things are planned or made, could you work with an architect or engineer? If you like sport could you work for one of the local sports clubs or teams?

2, What career would you like to have in the future? If you're thinking of a career in child care, could you work in a nursery or school? If you're thinking of a career in law could you work with one of the many local solicitor firms? If you're thinking of a career in construction could you work with one of the many local construction firms?

Researching Placements

Once you've made a list of your interests and possible career paths you need to **get Googling!** In the example below, I wrote 'law firms Lancaster' and got 21 results. From here you can click on the 'website' to find out more about each result. You can also **get their contact details**, such as address, phone number and email address. Knowing their address is important as you need to consider whether you can actually get there on time every day for the week (and how you'll do this!).



There's a section over the page in which you can record some of the placements you've found.

Contacting Employers

	OPTION 1	OPTION 2	OPTION 3
NAME			
ADDRESS			
TELEPHONE			
EMAIL			

Once you've identified potential placements you need to **make contact**. The *best* way to do this is to head into the business and ask to speak to the manager, however you could also telephone or send an email. Whichever way you do it, make sure you're **polite!** Here are the **main things you need to say:**

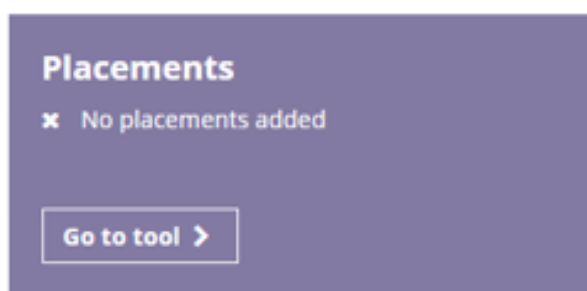
- I'm a student from Carnforth High School
- We have a Work Experience Week from 26th-30th June this year
- Would you be able to offer me a placement with your business for that week?
- If so, can I please get your name and email address (the most important bit!) so that the people organising Work Experience can contact you to confirm everything.

Recording Placement Details on Unifrog

Placement details must be recorded on Unifrog by **28th February**. You were given your login details for Unifrog on Enrichment Day 1 and can log in here: <https://www.unifrog.org/sign-in>

Your username is your school email address and you created your own password. Select 'reset password' from the login screen and they will send an email to your school email address for this if needed.

From your Unifrog home page you need to click on the 'Placements' tool, which looks like this (below, left):



Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

* Placement coordinator
This is the school / college staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

* Placement start date

Placement end date

You then add the details to the form that appears (above, right).

After this, Unifrog will contact the employer to confirm they've agreed to take you and to check things such as insurance paperwork (which must be in place), they'll then contact your parents to make sure they agree to the placement, and finally they'll contact the school to confirm all of this. We can then finally 'sign off' on the placement for you. You can check the status of your application on Unifrog.

Good Luck!

More help and support with Unifrog and recording your details can be found on our school website here: <https://www.carnforthhigh.co.uk/school-life/careers/>

Appendix 3: Parental Letter 2 (January 2023)

Work Experience Process 2022/23



January 2023

Dear parent/guardian,

I wrote to you in November to make you aware of our Work Experience plans for this academic year. **All students in year 10 need to be out on Work Experience during the Work Experience Week, which is Monday 26th – Friday 30th June.**

That previous letter, which outlines how you and your child need to use the Unifrog platform (www.unifrog.org/sign-in) to organise their work experience placement, can be found on our school website here: <https://www.carnforthhigh.co.uk/school-life/careers/> within the 'Work Experience' section.

Due to the competitive nature of work experience placements, it's important that you work with your child to organise a placement as soon as possible (many thanks to those who have already begun this process).

In previous years, we have used an external provider to organise placements, whereby students could select available placements from a list. However, this came with a £36 fee due to the costs of administration. This year, we are using Unifrog to help you in organising the placement yourself, which means that there is no fee to you as the parent and your child can also seek out a placement that best suits their interests and future career plans. It's also a good life skill for them to be able to reach out and make contact with employers, just as they will when they leave school. We will be delivering another session with all year 10 students in school this half term, during Life Skills lessons, which explains how to look for a placement and how to enter the details onto Unifrog.

To ensure that there is sufficient time to check all placements in advance of Work Experience Week (and make alternative arrangements, etc. if there are any issues) we now need to set a deadline for the organising of self-placements.

You need to ensure that you your child has entered the details of their chosen work experience placement onto their Unifrog account by Tuesday 28th February.

After this time, we will employ a trained Careers Advisor to organise a placement for your child in the local area, but this will come with a £20 fee to cover the cost of administration. This also means that your child will be allocated a placement based on what is available at the time and therefore may not necessarily fit with their interests or future career plans.

If you need further help or guidance with the Work Experience process (and can't find what you're looking for on our website) our Careers Advisor, Ms Parr, is available to support by contacting her at: aparr@carnforthhigh.co.uk. Please be aware that she is only in school two days a week.

Thank you in advance for your support,

Emmet J. McGauran

Assistant Principal for Personal Development
Carnforth High School

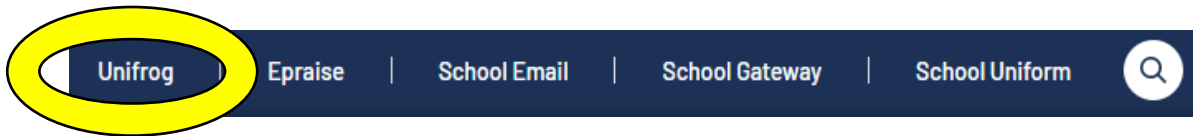
Appendix 4: How to Reset Your Unifrog Password

How to Reset Your Unifrog Password

2022/23



You can log into Unifrog from the school website by clicking 'Unifrog' at the top of the page:



This takes you to the Unifrog sign in page. **You need to log in with your school email address** (this begins with the year you started school and will look something like this: 18bsmith@carnforthhigh.co.uk). If you have forgotten your password, click on 'Reset password:'

A light grey sign-in form titled "Sign in". It has two input fields: "Your email address" and "Your password". Below the fields is a green "Sign in" button. At the bottom, there is a link "Reset password / Resend welcome email" which is circled in yellow.

This will take you to the password reset screen, where you must input **your school email address** (this begins with the year you started school and will look something like this: 18bsmith@carnforthhigh.co.uk):

A light grey screen titled "Reset password / Resend welcome email". It has one input field labeled "Your email address". Below the field is a green "Send now" button.

Clicking 'Send now' will send an email to your school email address. You can sign in to your school emails from the school website by clicking 'School Email' at the top of the page:



If you don't know your school email password you will need to speak to a member of the IT team in school. They are the only ones who can reset this password. Their office is on the upper technology corridor, across from M6.